

**LABORATORY CERTIFICATION STANDARDS REVIEW COUNCIL  
DRAFT MEETING MINUTES FROM 08/26/99**

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**Attendance**

Council Members: Gilbert Williams (Vice-chair), David Kollakowsky, Bill Sonzogni, Bill Bruins, Ruth Klee Marx, Debbie Cawley, and Russ Janeshek. Mary Christie (Chair) and Bill Bruins were absent and excused.

DNR Staff: Jack Sullivan, Alfredo Sotomayor, Brenda Howald and Dan Olson

Guests: Jill Duranceau (En Chem – Green Bay), Barb Burmeister (WSLH), Paul A. Harris (Davy Labs), Paul Junio (Test America), and Art Lautenbach (Robert E. Lee and Associates, Inc.).

**Action Item Summary**

- The previous meeting's minutes were approved.
- The Department Secretary has given approval for Wisconsin DNR to move forward and apply to become a NELAP Accrediting Agency.
- The Council suggested that the Department enter the method information with the reference sample into the reference sample database to determine whether certain methods have higher failure rates than others.
- The next Certification Standards Review Council meeting was tentatively set for Thursday, November 18<sup>th</sup>, 1999 at the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) Building, located at 2811 Agriculture Drive in Madison.

**Agenda Items**

**I. Approval of November 4<sup>th</sup>, 1998 Meeting Minutes**

- A. A motion was made by Bill Sonzogni to approve the February 11<sup>th</sup>, 1999 meeting minutes. David Kollakowsky seconded the motion, and the minutes were unanimously approved.

**II. Laboratory Certification Program Update**

Jack Sullivan gave the annual Laboratory Certification Program Update. He also announced to the Council that the Department Secretary has given approval for Wisconsin DNR to move forward and apply to become a NELAP Accrediting Authority. The number of audits performed in the next year will depend on the amount of time the laboratory certification staff will spend preparing to become a NELAP Accrediting Authority.

\*\*\*\*\*See attachment\*\*\*\*\*

**III. Council Members' Terms Update**

Jack Sullivan updated Council members on the status of their terms.

\*\*\*\*\*See attachment\*\*\*\*\*

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**IV. Reference Samples Update**

Jack Sullivan presented the results of reference sample performance analysis done by Gul Uludogan of the Department staff.

\*\*\*\*\***See attachment**\*\*\*\*\*

The Council suggested that the Department enter the method information with the reference sample into the reference sample database to determine whether certain methods have higher failure rates than others.

**V. Regional Training Program Update**

Jack Sullivan updated the Council on the recent regional training courses, geared toward municipal wastewater treatment plants, offered throughout the state. The courses were a joint venture of the Wisconsin Rural Water Association, the Wisconsin DNR and the State Laboratory of Hygiene. Instructors for the courses were George Bowman of the State Laboratory of Hygiene and Rick Mealy of the Laboratory Certification Program.

- A. Brenda Howald, a regional auditor for the Department, said the auditors are already seeing improvements in the labs they have audited that had personnel attend the course. She also mentioned the regional engineers have seen more operators passing their exams after the training.

**VI. NELAP Update**

Alfredo Sotomayor gave a NELAP Update.

\*\*\*\*\***See attachment**\*\*\*\*\*

**VII. Future Meeting Date**

- A. **The next Certification Standards Review Council meeting was tentatively set for Thursday, November 18<sup>th</sup>, 1999, at the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) Building, located at 2811 Agriculture Drive in Madison.**
- B. The program will work with the Chair to set up the next meeting. The Council members should contact the Chair or Vice-chair to get items on the next meeting's agenda.
- C. A motion was made to adjourn by Debbie Cawley, seconded by Bill Sonzogni, and unanimously approved.